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ABSTRACT

The Acquisition and Accounting System is a complex designed to perform all functions in the following areas: (1) ordering; (2) receipt, shipment and cancellation; (3) accounts payable, (4) invoicing, (5) order status, (6) inventory, (7) college budgeting and (8) management information reports. Some of the benefits that accrue from the system are: (1) Quality ordering and centralizing of ordering and accounting procedures produce a considerable savings to the Colleges; (2) The holdings of all participating Colleges are maintained and constantly updated; (3) Simplification of work at the Bibliocentre is achieved by eliminating manual file searches for overdue items and in automatically producing invoices upon notice of a shipment; (4) Once an order has entered the system it cannot be lost or misplaced; (5) Files are both up-to-date and historical; and (6) Accurate controls can be readily maintained; audit trails for checking purposes are prepared as an integral part of the system, so are Bibliocentre and Suppliers' performance data. (Author)

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COLLEGE BIBLIOCENTRE ACQUISITION AND ACCOUNTING SYSTEM DESCRIPTION MANUAL

LI 003 197

SYSTEM REPORT SERIES

1

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College Bibliocentre, Toronto, Ontario

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The System described in this report is being developed in collaboration with Mrs. Ruth Kazan and Mr. Chan Vir of the Education Data Processing Branch.

FORWARD

The College Bibliocentre is an agency established by the twenty-one Community Colleges of Ontario with the following functions to perform.

1. To co-operate with publishers and other distributors in the establishment of a selective dissemination service for academic staff through College Resource Centre Directors to assist them in the selection of acquisitions. Such a service to incorporate a continuing central exhibition of resources which may be used also to mount displays in the Colleges.
2. To facilitate the co-ordination of activities associated with the production of audio-visual aids in the Colleges, paying particular attention to the suitability of programmes for exchange purposes and the cataloguing and retrieval of such material.
3. To negotiate with appropriate organisations on any matter which may facilitate the satisfactory exploitation of media to the benefit of the Colleges.
4. To act as the central acquisition unit for the majority of the book and non-book material required by the College Resource Centres.
5. To act as the central processing and cataloguing unit for all College Resource book and non-book material.
6. To establish systems which will exploit the knowledge acquired by the Colleges so that others can retrieve information they need in problem solving.
7. To establish in consultation with the Colleges central collections of more expensive material or material required for short periods of time which can be loaned when needed.
8. To exploit the reprographic facilities of the Bibliocentre to the benefit of the Colleges.
9. To provide a professional centre for the exchange of information and expertise in the development and administration of College Resource Centres and their exploitation.

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APRIL, 1970

ACQUISITION AND ACCOUNTING SYSTEM

INTRODUCTION

The processing cost of putting a book on the library shelf is more than a third of the cost of the book itself, while the consequence of twenty-one Colleges independently preparing the same book for the library shelf is a prohibitive premium on total library expenditure. An increase in the purchase discount received for the items bought can be achieved when acquisitions are handled by a single purchasing centre. It is also likely that a single large acquisition centre would tend to get quicker and better service from suppliers than would twenty-one purchasing operations buying the same amount. Thus, by pooling their library funds and directing purchases through the College Bibliocentre, the Colleges receive a comprehensive and efficient library acquisition service which is justified by the savings achieved through the centralization of bibliographic resource material, order processing and quantity discounts.

Because of the differences existing between the available bibliographic data for acquisition and that for cataloguing, two systems are being developed. However, the two will be linked to facilitate the production of the main union holdings file and the necessary control cards and tape for use in automated circulation systems.

COLLEGE BIBLIOCENTRE SERVICE

The functions of the Bibliocentre cover three essential activities:

A) Acquisitions:

1. To issue purchase orders to the appropriate agent or publisher for all items requested by the Colleges.
2. To follow-up and notify the Colleges of outstanding orders.
3. To maintain records of all purchase orders issued.
4. To receive items from the suppliers.
5. To ship items to the Colleges.

B) Accounting:

1. To pay suppliers' invoices.
2. To issue invoices to the Colleges.
3. To receive payments from the Colleges.
4. To report on college commitment and expenditure.

C) Cataloguing:

1. To produce labels, book pockets, book cards and punch cards for circulation systems.
2. To bind paperbacks and provide protective book jacket covers.
3. To provide in the first instance, catalogue card sets and indices, which later will be replaced with cumulative printed catalogues.
4. To create and maintain a union catalogue, complete with holdings information.
5. To add bibliographic entries to the computer data base.
6. To produce and distribute at year end to each participating institution a quality book catalogue, complete with holdings information, of the total collective holdings of all the material represented in the computer data base.

SYSTEM DESCRIPTION

1) Colleges send their order to the Bibliocentre on a multi-part order requisition slip.

2) Daily, the order slips are sorted alphabetically by author and are checked against the author file cards. If the order is not on file, a comprehensive search for it is made in various bibliographic aids. If an entry cannot be found, and it has not been verified by the College, the order is returned to the sending College. If the entry is found but the bibliographic data is incorrect, it is corrected by the searcher. If it cannot be safely amended, it is returned to the College for clarification. All order slips are filmed on a flow camera in alphabetical sequence daily, as a check file.

3) The supplier code is added to all orders.

4) The order slips are sorted by agent into two groups: one group is for orders that have previously been processed by the system; and, the other group for new orders. One copy of all orders is sent to the supplier.

5) New orders are keypunched and added to the computer order file. Errors that are detected in the data are printed out and returned to the Bibliocentre for analysis. At a later stage, it will be possible to produce consolidated purchase orders on the computer.

6) A copy of the order slip for new orders is sorted into author sequence and placed in the author file. A second copy is placed in the outstanding order file in order number sequence.

7) Copies of order slips for books that have previously been processed at the Bibliocentre are sorted into accession number sequence and checked against the holdings file to determine whether they are added copies or new additions to the College libraries.

8) For an added copy to an individual resource centre, a stock card is pulled and the accession number is added to the reverse of the slip. The typist is now able to prepare labels. The orders are also keypunched and added to the computer file.

9) For new additions to an individual resource centre, the accession number is added to the reverse of order slip. It is now determined whether there are or are not stock cards for the individual items. If there are, the typist will prepare the book cards and labels. These orders are now keypunched and the computer file is updated. A copy of the order slip is placed in the order file with cards and labels ready for processing. If there are not, the main card is pulled and sent to the printer to have copies made.

10) On receipt of the item, the receiver checks to ensure that it correctly matches the description indicated on the original order slip. If the item is a book, the book pocket is fastened to the inside cover. Receiving data is added to the order slip and travels with the item to the verifier who checks the bibliographic data. She sorts them into two streams: correct and incorrect.
   a) The labels and book cards for items that have incorrect data recorded on the catalogue cards are destroyed while one stock card is retained. The receiving data is transcribed to the card and placed in the item which now goes to the cataloguer for editing. The order slip with the new receiving information is keypunched and the computer order file is updated.
   b) Items for which the bibliographic data has been correctly recorded have the labels applied to them and are sent to the shipping area. The order slip will have the accession number and shipping box number added to it and is sent to the keypuncher to create a receiving and shipping update for input to the computer. The manual holdings file is pulled and the new College holding is entered.

11) If the supplier advises the Bibliocentre that their order is, for some reason, unavailable at this time, such information is forwarded to the keypuncher who will prepare a change of status entry to the computer.

12) Upon notification of a shipment to the Colleges, the computer system produces an invoice showing both the charges of the supplier and the Bibliocentre and the items that are being billed. One invoice copy acts as the packing slip and travels with the shipment while the other is remitted later.

13) Weekly, or on a demand basis, a supplier reconciliation statement is printed. In essence, it will ensure that payment is not made for items that have not been received.

14) Every two weeks, a report is produced showing the status of all orders processed or in process in the system. It will be sent to the Colleges. At the same time, an inventory report is printed which will be a summary total of all items received and not yet shipped by the Bibliocentre. The estimated total costs are also illustrated.

15) Monthly, a report on College Commitment and Expenditure is generated which equates commitments budget, and shows the uncommitted sum available, the number of items purchased and the average cost of each item. Every six months, expenditure is analysed by month.

16) A data base of all bibliographic data is maintained and constantly updated with new material. This effort will constitute a distinct but related project and will not be fully described in this manual.

SOURCE DATA COLLECTION

There are two computer runs that require input to the system.

1) ORDERS

An order requisition slip is submitted by the Colleges to the Bibliocentre. The order number is pre-printed on the slip and constitutes the control number for the computer system. It consists of the College and Campus code and a unique consecutive number. All fields are visually checked and are validated, as much as possible, later by the computer.

Orders may require the following data:

a) Order Number
b) Department Number
c) Volume / Part / Supplement Numbers
d) Supplier Code
e) Date of Order
f) Number of Copies ordered
g) Country of Origin of Publication
h) Date of Publication
i) Edition
j) Estimated Price
k) Set Price Indicator (if order is for a set of books)
l) Currency
m) Author
n) Series Title
o) Title
p) Media

2) RECEIPTS, SHIPMENTS, CANCELLATIONS

The receiving card acts as notification to the system that an item has been received at the Bibliocentre. It will normally be used only when there is to be a delay in its shipment or an order has been received in part. Alternatively, it is used when an item has not been received but a change of status has been indicated by the supplier or the College.

The fields that are required consist of:

a) Order Number

b) Volume / Part / Supplement Number

- This field is added if not known at the time of order. It can also be keypunched to change or add information.

c) Supplier code

- Code can be changed to accommodate re-routing to a different agent.

d) Unit Price

e) Net Price

f) Discount

g) Number of Copies Received

h) Suppliers' Invoice Number

i) Status Code

j) Receipt Flag

After an item has been prepared for shipment, a shipping card is keyed. As previously mentioned, a receiving card may not have updated the computer system since the time interval between receiving and shipping is sufficiently small in most cases to be meaningless. Therefore, all receiving data may be entered at this point with the shipping data.

The fields peculiar to shipping are:

a) Quantity Shipped

b) Service Charge Codes

c) Other Charges

d) Bibliocentre Invoice Number

e) Accession Number

- This field is to link the Order/Accounting System to Catalogue Data Base and will enable a record to be kept of all College holdings.

f) Class number

g) Special circulation requirements (i.e. reference)

h) Shipment Flag.

To purge any order, a cancellation card is keypunched with the order number and the cancellation flag. To reconcile the Accounts Payable to the supplier, a total card is keyed and

entered into the receipt and shipment update run. The information displayed on this card will be added to the Accounts Payable file only and is used for printing on the Supplier Reconciliation Statement. The fields required are:

a) Supplier Code

b) Supplier Invoice Number

c) Mailing Charges (total on one invoice)

d) Invoice Total

e) Total Flag

COMPUTER/CLERICAL and E.D.P.B./BIBLIOCENTRE INTERFACES

The functions of the Bibliocentre are:

1. To check all forms received to ascertain they have conformed to standards, with particular reference to the order Requisition slips.

2. To keypunch and verify all input documents and maintain batch controls established by the Bibliocentre. (In the early stages, keypunching may be done by their designated agent.)

3. To submit to E.D.P.B. all transaction cards by mid-day for the production run that night.

4. To check computer listings as to batch totals and audit trails.

5. To check computer listings for keypunching errors, correct and resubmit them to the following run.

The responsibilities of the Education Data Processing Branch are:

1. To provide fast and efficient turn-around and return computer listings with corresponding batches of input cards.

2. To set up and schedule all production runs to the satisfaction of the Bibliocentre.

3. To provide any technical assistance that may enhance the efficiency of the system.

WORKLOADS

1. Agent / Publisher File.

It will be necessary to maintain an Agent/Publisher file for addressing chasers. It can be envisaged that in the future it will be possible to use the Agent/Publisher file to print Purchase Orders by computer.

Estimated times required are:

Keypunching and Verifying - 250 hours

Computer C.P.U. - 2 hours

The conversion is a one-shot job. Included in the estimated computer time is the time required for testing the conversion program.

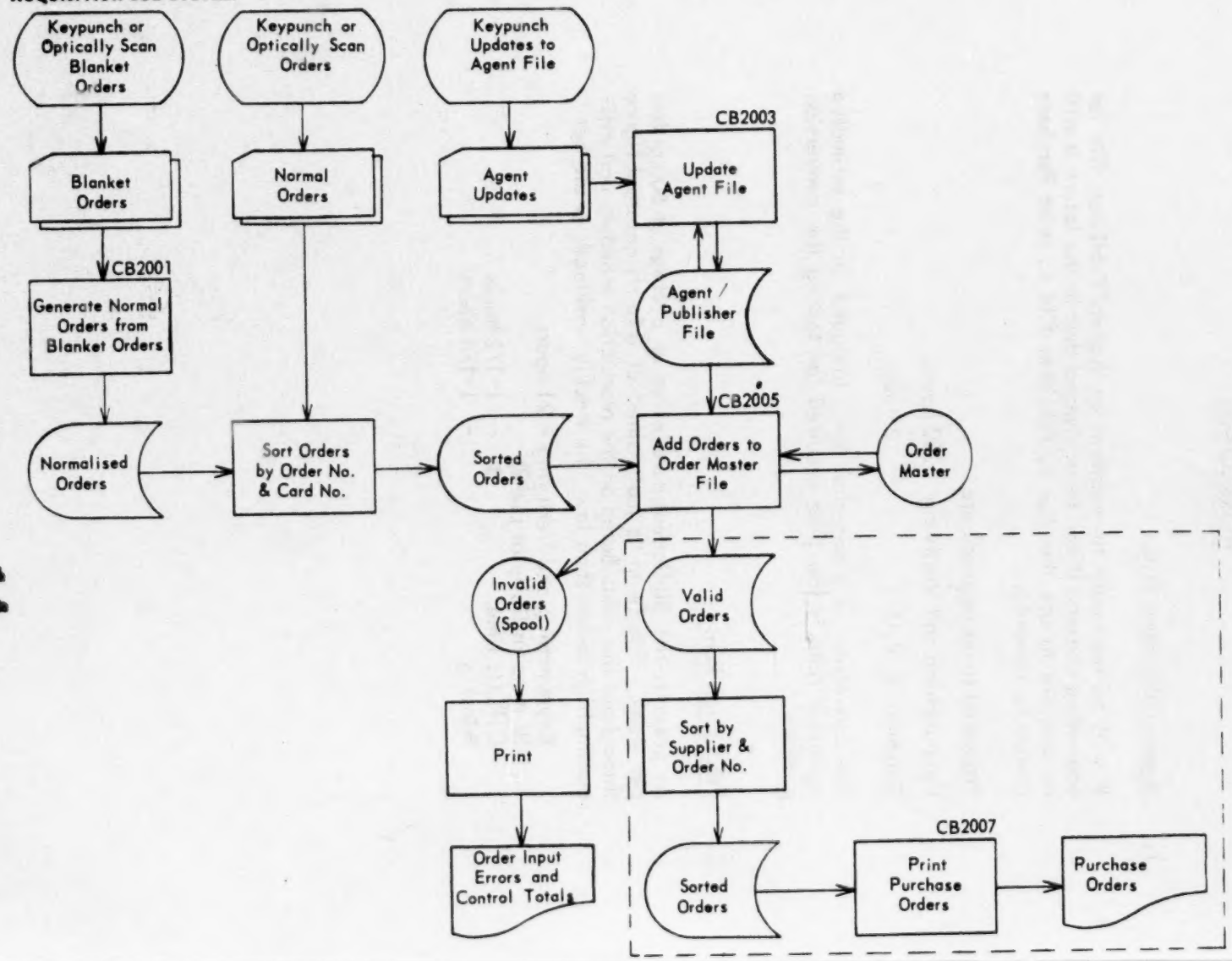
2. Production Runs.

At present, the Bibliocentre receives an average of 600 orders per week. This level is maintained at a fairly constant figure throughout the year. Based on the production schedule and estimating high rather than low, the weekly workloads would be:

Keypunching and Verifying (If done initially at EDPB)	- 21 hours
C.P.U. time	- 1-1/2 hours
Printing	- 1-1/4 hours

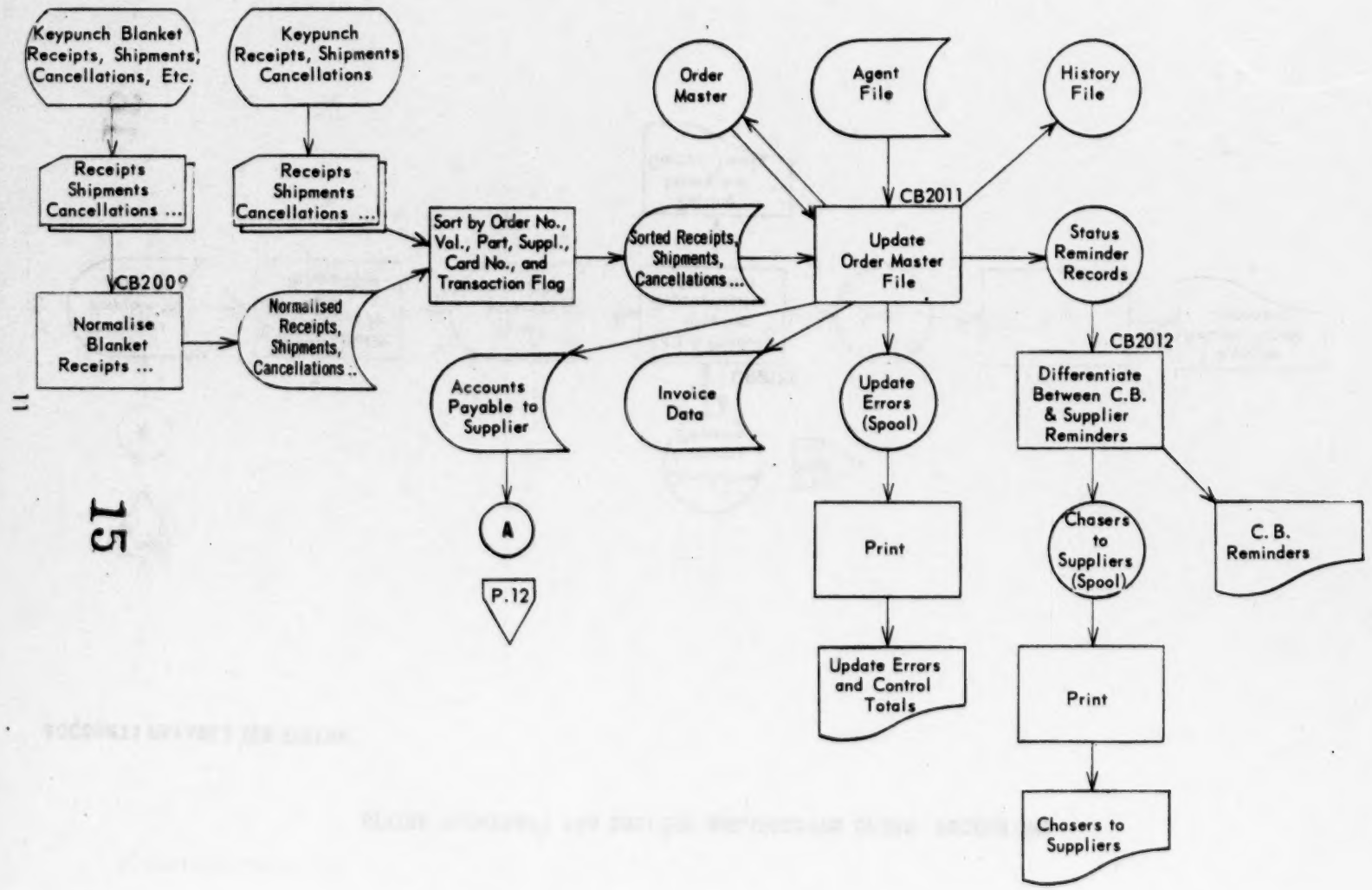
SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER/ACCOUNTING

ACQUISITION SUB-SYSTEM



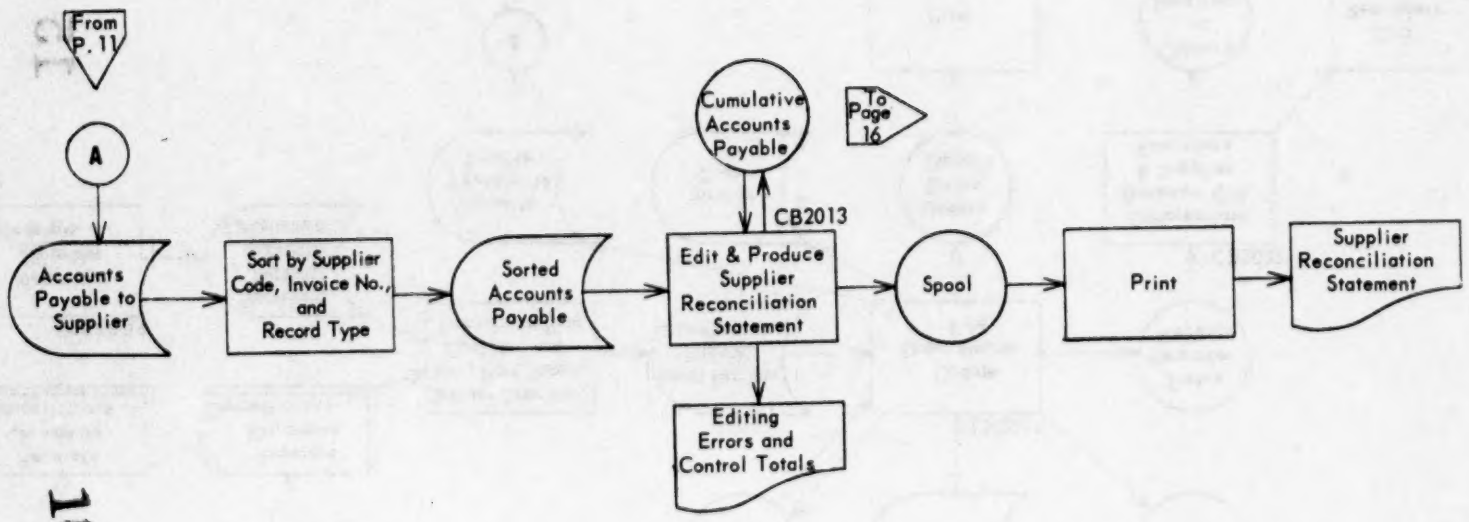
SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER / ACCOUNTING

RECEIPT & SHIPMENT SUB-SYSTEM



SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER / ACCOUNTING

ACCOUNTS PAYABLE SUB-SYSTEM



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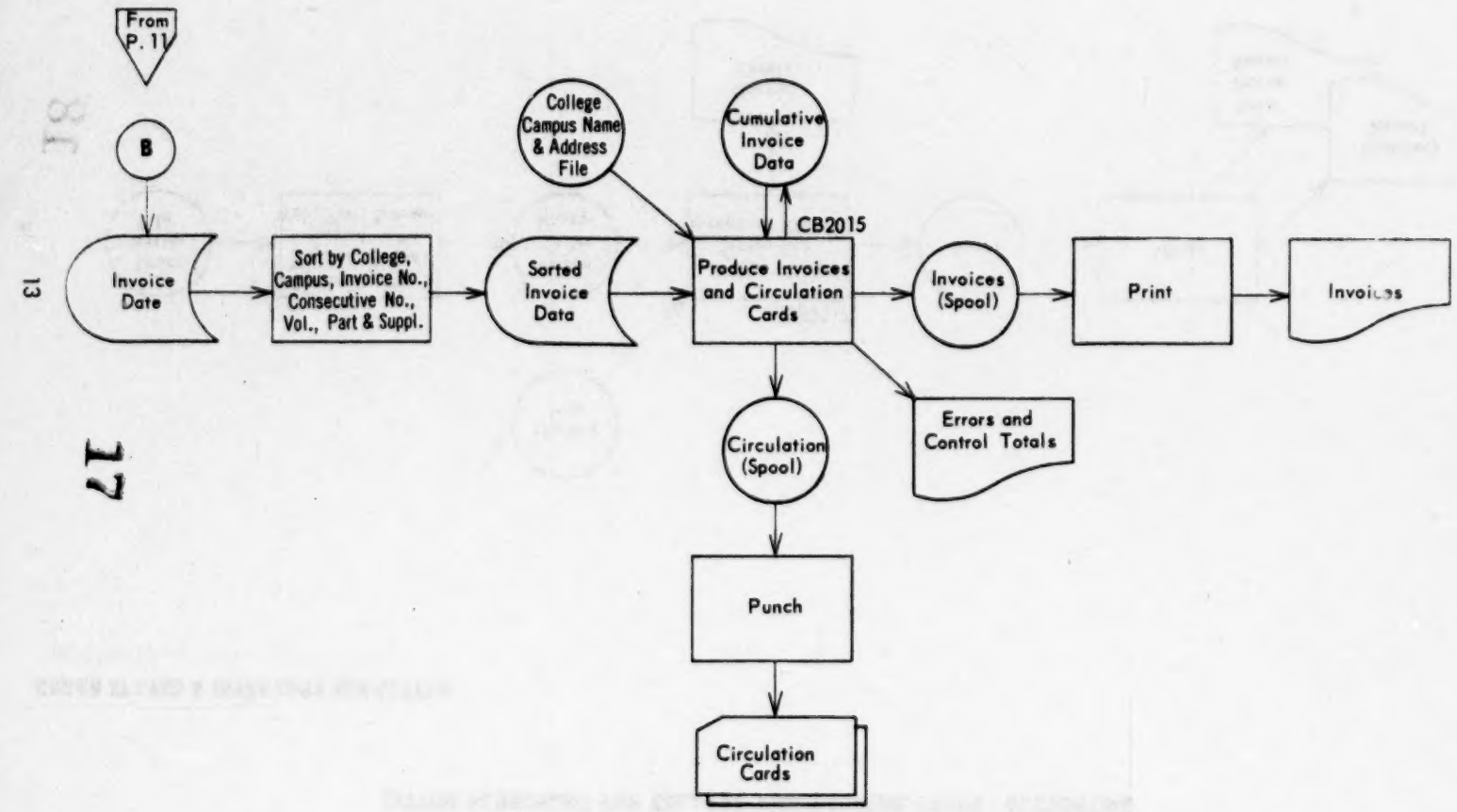
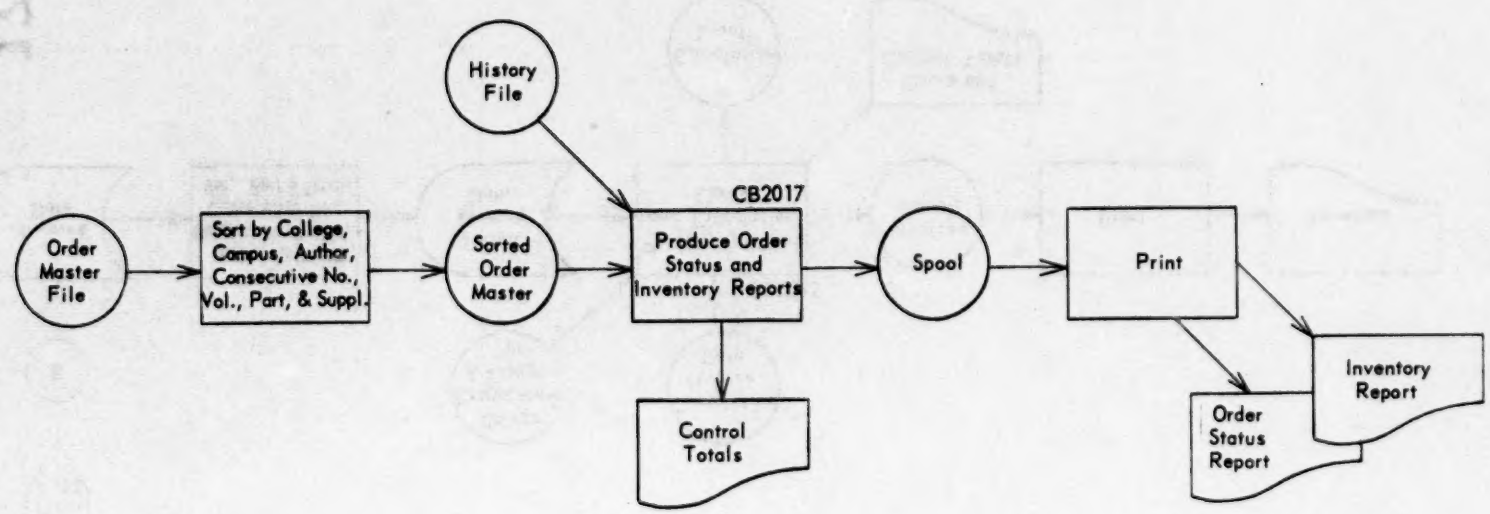
SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER / ACCOUNTING

INVOICING SUB-SYSTEM



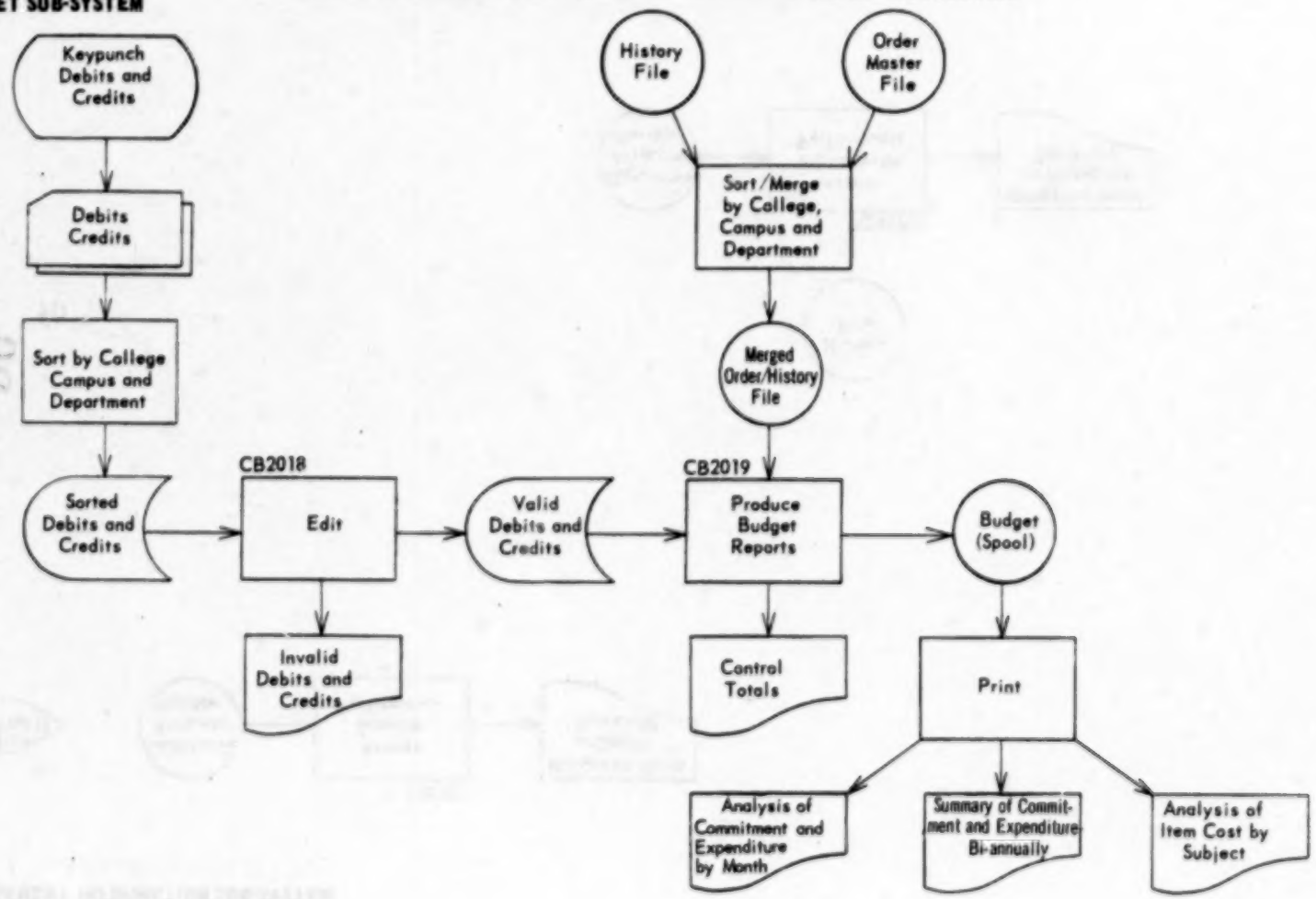
SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER / ACCOUNTING

ORDER STATUS & INVENTORY SUB-SYSTEM



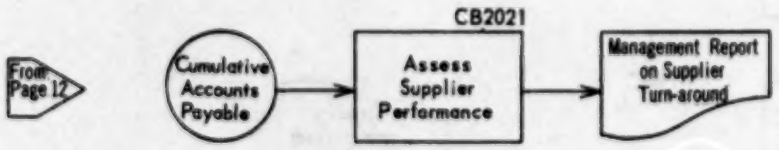
BUDGET SUB-SYSTEM

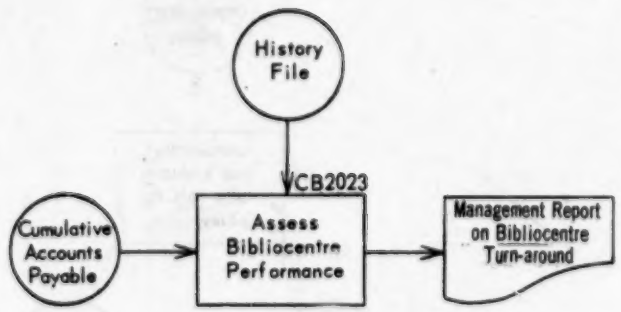
SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER / ACCOUNTING



SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER / ACCOUNTING

MANAGEMENT INFORMATION SUB-SYSTEM





SUMMARY

The Acquisition and Accounting System is a complex designed to perform all functions in the following areas:

1. Ordering
2. Receipt, Shipment and Cancellation
3. Accounts Payable
4. Invoicing
5. Order Status
6. Inventory
7. College Budgeting
8. Management Information Reports.

The benefits that accrue from the system are summarized below:

1. Quantity ordering and centralizing of ordering and accounting procedures produce a considerable savings to the Colleges.

2. The holdings of all participating Colleges are maintained and constantly updated.

3. Simplification of work at the Bibliocentre is achieved by eliminating manual file searches for overdue items and in automatically producing invoices upon notice of a shipment.

4. Once an order has entered the system it cannot be lost or misplaced.

5. Files are both up-to-date and historical.

6. Accurate controls can be readily maintained; audit trails for checking purposes are prepared as an integral part of the system, so are Bibliocentre and Suppliers' performance data.

7. Order Status reports and an analysis of commitments and expenditures will be provided fortnightly, and twice yearly; analysis of rising or decreasing item costs will be provided quarterly; thus enabling Colleges to more accurately forecast their commitments and expenditures.

8. The system is dynamic and modular in that it can accommodate future expansion in the areas of producing purchase orders and receiving payments from the Colleges.

9. The system is extremely flexible for these reasons:

   a) Orders can be placed for a series without foreknowledge of the number of items in that series.

   b) Open-ended or continuing orders can be handled.

   c) Order Data already in the system can be altered or modified in the light of more accurate information.

   d) Any number of volumes, parts and supplements can be handled.

   e) Payments to the supplier can be made and reconciled in any major foreign currency.

   f) Orders can be re-routed to a different supplier without cancelling the originals.

   g) Suppliers' invoices are checked for accuracy.

   h) The status and status date of every order is, where possible, automatically generated.

   i) Without any input of data, reminder messages are automatically generated for order follow-up and action.

10. The system capitalizes on the computer's ability to perform a myriad of tasks simultaneously at virtually no extra cost: for examole, an inventory report is produced at the same time as the order status report, while receipts, shipments and cancellations can also be accommodated at the same time.

11. The Order Status Report will reduce to a minimum the amount of time spent by the Colleges in querying the status of their orders and thus ease the present workload of the Bibliocentre.

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